TDOT – 2/9/2021

Consultant Invoices

How-to for Receipts, Purchase Orders, and Vouchers in Edison

HQ Construction

PREFACE

This document was created to provide guidance to TDOT Construction personnel using Edison in relation to consultant invoices. It provides basic how-to steps to various tasks involving receipts, purchase orders, and vouchers. The methods shown are merely basic functions for achieving particular tasks; therefore, task may be accomplished by methods not mentioned.

Should any questions or comments arise, please send them to Const.Invoices@tn.gov .

CONTENTS

RECEIPTS

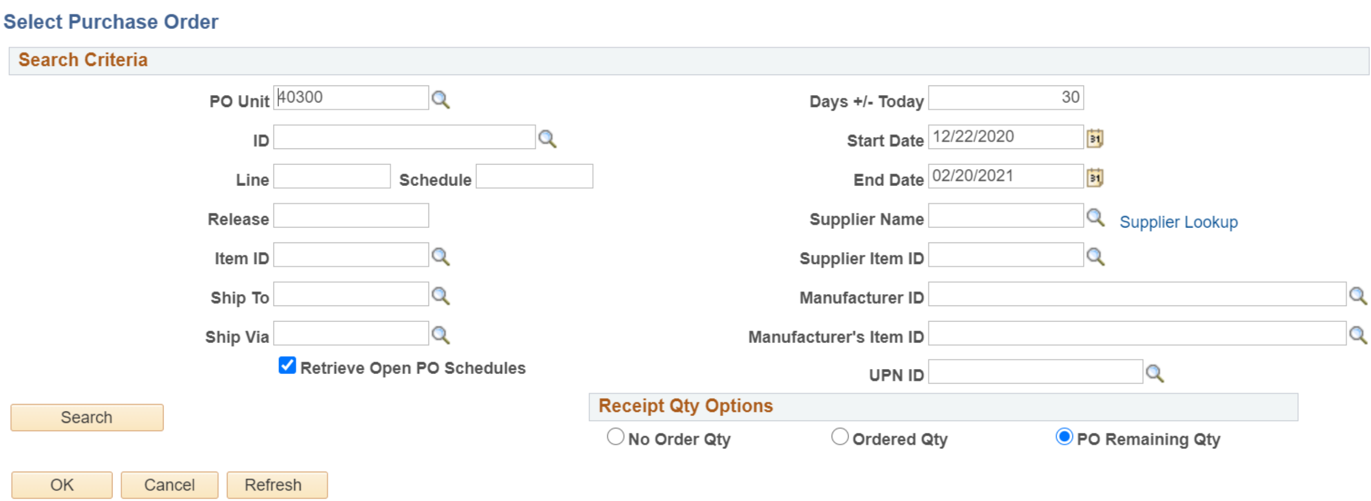
CREATING A RECEIPT

MAIN MENU > FSCM > PURCHASING > RECEIPTS > ADD/UPDATE RECEIPTS > **Add a New Value**

1. On the left-hand side of the Edison Home screen, click the Main Menu link.
2. Click the FSCM folder.
3. Click on the Purchasing folder.
4. Click on the Receipts folder.
5. Click on the 1st option, Add/Update Receipts.
6. Change the Business Unit: to **40300.**

   Note: Use **40300** for any receipts associated to Consultant Services like CEI or EPSC.

7. Click Add



8. Enter the desired Purchase Order **ID:**. To learn more about **ID:**'s, please refer to the PO ID/NUMBERS section.
9. Click . Click on the Purchase Order.
10. Click Search. The Retrieved Rows should appear.
11. Choose Select All to select all of the available rows for the Purchase Order or select individual lines if desired.
12. Click OK.
    - The screen will refresh showing the available **Receipt Lines**. The **Price** will default to the amount remaining on the Purchase order.
        i. If the amount of the invoice is greater than the amount remaining on the Purchase Order, send an email explaining the situation to Const.Invoices@tn.gov.
13. Change the amount/s to total the respective amounts for each project number due on the invoice.
    - If you are unsure which **Lines** to use, see RECEIPT LINES/Project #s later in this chapter.
14. Click Save.
15. A prompt will appear with the Receipt #. Be sure to make note of the # before closing the prompt.

16. Example

i. A CEI has submitted an invoice for $20,415.83.

	Expense Category	Ref. No. / Project:		1 36010-3226-14	2 36010-3228-14	3	4	5	Totals
I.	Direct Labor (DL) Total			$ 6,793.50	$ -	$ -	$ -	$ -	$ 6,793.50
a.	Home:	Per Schedule No.	1A	$ 6,793.50					$ 6,793.50
b.	Field:	Per Schedule No.	1B	$ -					$ -
II.	Overhead Total	Federal State		$ 12,504.80	$ -	$ -	$ -	$ -	$ 12,504.80
a.	Home (I.a. x OH rate)	184.07% 145.00%		$ 12,504.80	$ -	$ -	$ -	$ -	$ 12,504.80
b.	Field (I.b. x OH rate)	166.60% 124.88%		$ -	$ -	$ -	$ -	$ -	$ -
III.	Net Fee (DL x 2.35 x 7.0%) or *			$ 1,117.53	$ -	$ -	$ -	$ -	$ 1,117.53
	* fee balance if less than calculated	Not to Exceed		$ 7,013.33	$ 3,005.71				
		Fee Previously Billed		$ 1,162.32					
IV.	Direct Costs	Per Schedule No.	4	$ -					$ -
V.	Premium Labor	Per Schedule/s No.	1A	$ -					$ -
VI.	Other Costs	Per Schedule No.	5	$ -					$ -
VII.	(Extra Category)	Per Schedule No.							$ -
	Total = I. + II. + III. + IV. + V. + VI. + VII.=			$ 20,415.83	$ -	$ -	$ -	$ -	$ 20,415.83

ii. The remaining balances on the Purchase Order are

Receipt Lines Personalize

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Receipt Qty		Receipt Price	Accept Qty	Status
1			36010-3226-14	1.0000		47781.97000	1.0000	Open
2			36010-3228-14	1.0000		38327.91000	1.0000	Open

iii. The receipt must match the totals for each project exactly.

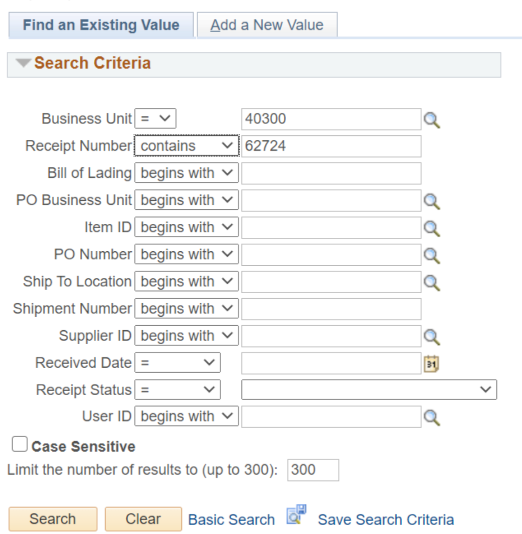
LOCATING AN EXISTING RECEIPT USING RECEIPT NUMBER

MAIN MENU > FSCM > PURCHASING > RECEIPTS > ADD/UPDATE RECEIPTS > **Find an Existing Value**

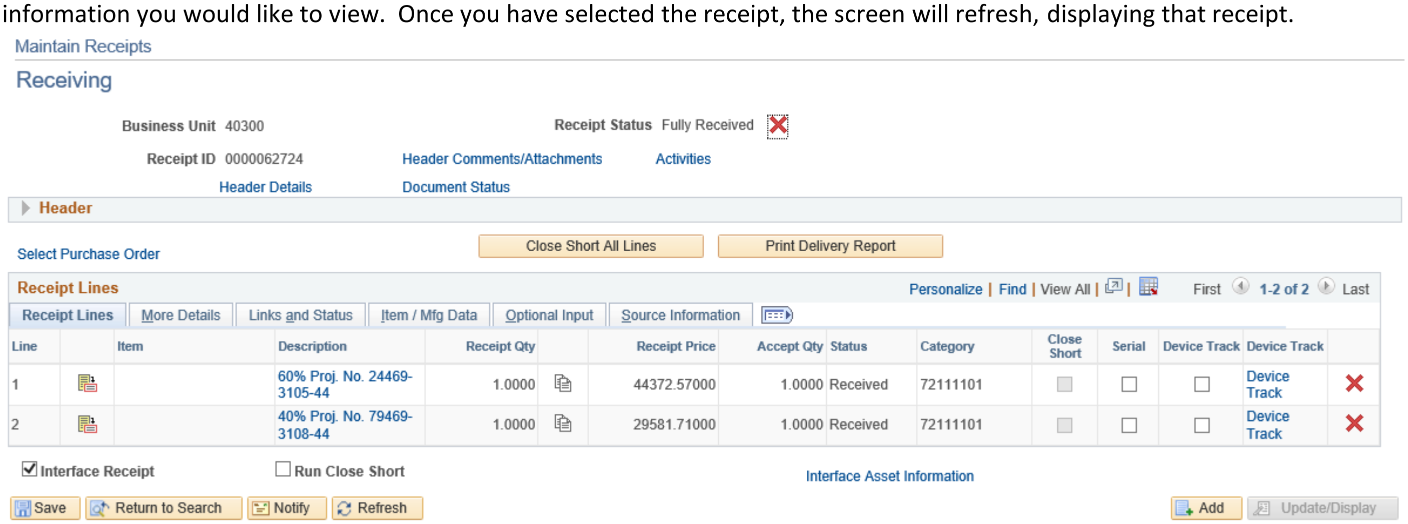
1. On the left-hand side of the Edison Home screen, click the FSCM link.
2. Click on the Purchasing folder.
3. Click on the Receipts folder.
4. Click on the 1st option, Add/Update Receipts.
5. You may have noticed that up to this point it has been the same process as creating receipts. In order to locate an existing receipt, click on the Find an Existing Value tab.

   Note: Make sure when any search is performed, that the Business Unit: is set as **40300.** Use this value for any receipts associated to Consultant Services like CEI or EPSC.

   - Receipt Number: If you have the Receipt Number that was given when the receipt was created, enter this into Receipt Number (as shown below). *Search criteria **must** be set as contains as shown below highlighted in blue.



6. Once you have entered the search information, Click Search.
7. The **Search Results** will appear below Search. Under Receipt Number, in the **Search Results,** Click on the receipt information you would like to view. Once you have selected the receipt, the screen will refresh, displaying that receipt.

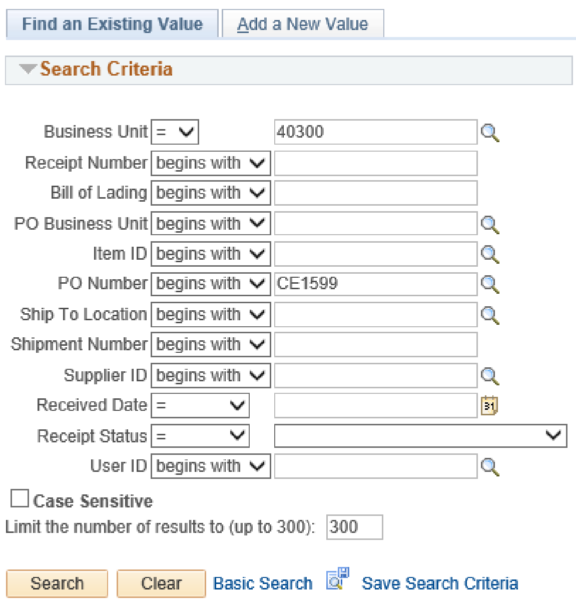


LOCATING AN EXISTING RECEIPT USING PO NUMBER

1. On the left-hand side of the Edison Home screen, click the FSCM link.
2. Click on the Purchasing folder.
3. Click on the Receipts folder.
4. Click on the 1st option, Add/Update Receipts.
5. You may have noticed that up to this point it has been the same process as creating receipts. In order to locate an existing receipt, click on the Find an Existing Value tab.

   Note: Make sure when any search is performed, that the Business Unit: is set as **40300.** Use this value for any receipts associated to Consultant Services like CEI or EPSC.

   - PO Number: If you know the PO Number (Ex. CE1599 or CE1599A) for which the receipt was created, enter this into PO Number (as shown below). *Search criteria may be set to contains if only a portion of the PO Number is known.



6. Once you have entered the search information, Click Search.
7. The **Search Results** will appear below Search. This method of searching will show all receipts created under the PO information that was entered.

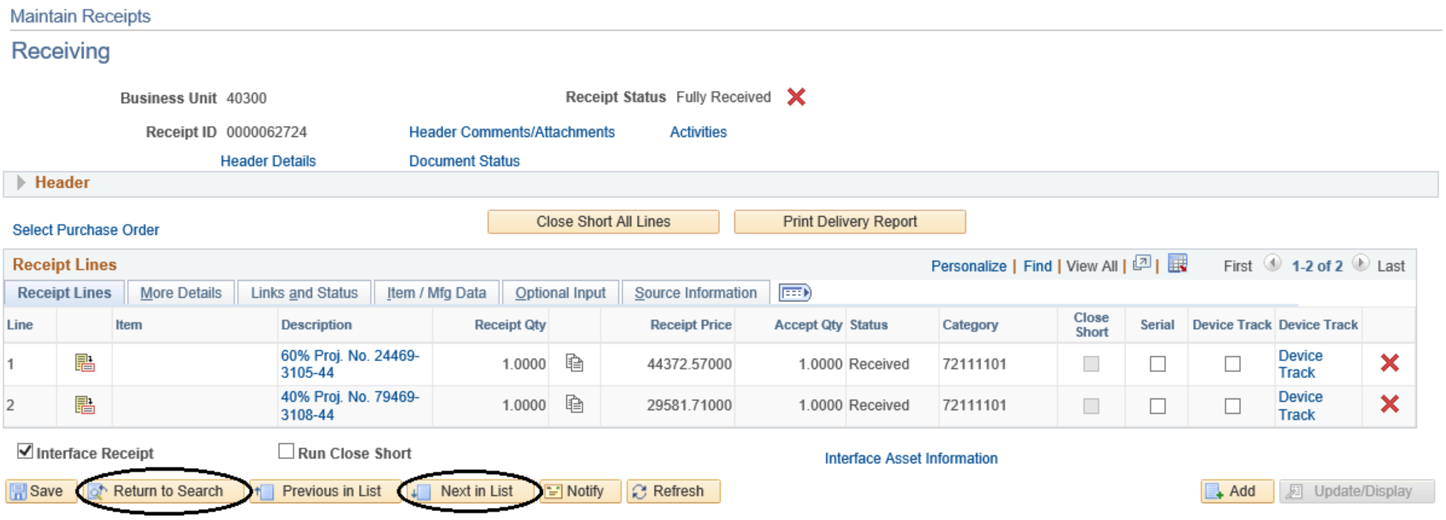
Search Results

View All | First 1-40 of 40 Last

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	Receipt Status	User ID
40300	0000072100	(blank)	40300	(blank)	CE1599C	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	04/20/2016	Moved	laura0411003
40300	0000071257	(blank)	40300	(blank)	CE1599C	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/21/2016	Moved	robeq0516002
40300	0000071256	(blank)	40300	(blank)	CE1599C	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/21/2016	Received	robeq0516002
40300	0000068391	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	11/23/2015	Received	robeq0516002
40300	0000067509	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	10/20/2015	Moved	robeq0516002
40300	0000066898	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/25/2015	Received	laura0411003
40300	0000066631	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/15/2015	Received	robeq0516002
40300	0000066553	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/11/2015	Received	robeq0516002
40300	0000065220	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	07/23/2015	Moved	robeq0516002
40300	0000065219	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	07/23/2015	Moved	robeq0516002
40300	0000064935	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	07/17/2015	Moved	robeq0516002
40300	0000064663	(blank)	40300	(blank)	CE1599B	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	06/24/2015	Moved	robeq0516002
40300	0000062724	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	04/20/2015	Received	johnk0701001
40300	0000061527	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/11/2015	Received	amanf0403001
40300	0000061284	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/04/2015	Received	johnk0701001
40300	0000061283	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/04/2015	Received	johnk0701001
40300	0000061282	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/04/2015	Received	johnk0701001
40300	0000057062	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	10/17/2014	Received	johnk0701001
40300	0000057060	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	10/17/2014	Moved	johnk0701001
40300	0000055202	(blank)	40300	(blank)	CE1599A	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	08/29/2014	Moved	johnk0701001

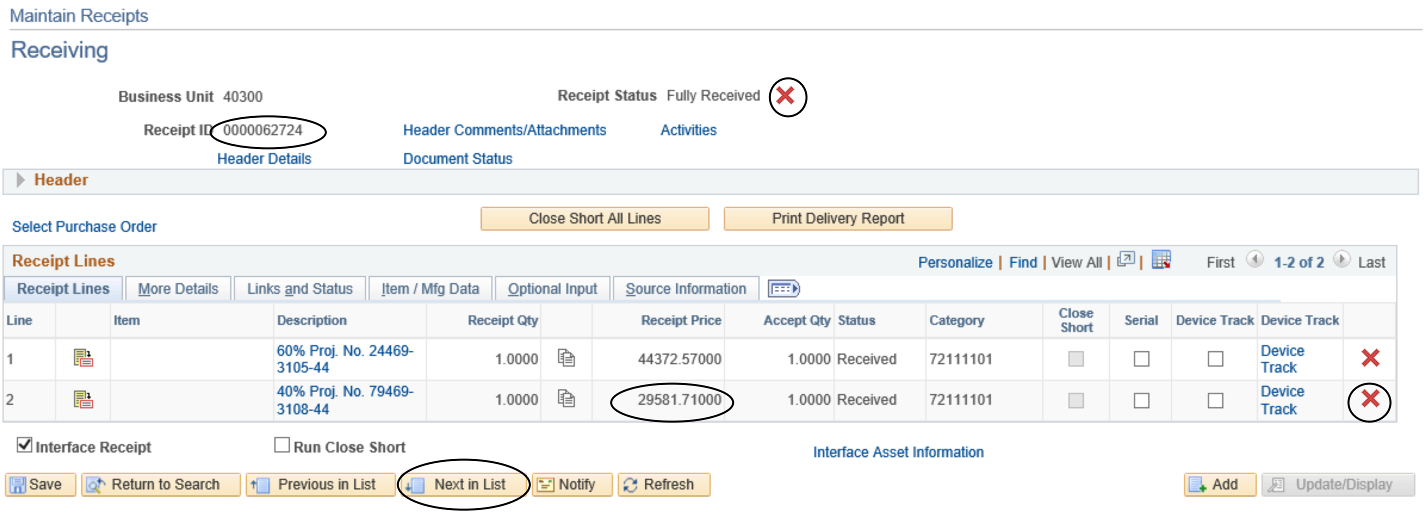
8. Under Receipt Number, in the **Search Results,** Click on the receipt information you would like to view. Once you have selected the receipt, the screen will refresh, showing that receipt.

If you are unsure of the Receipt Number that you are looking for, but you know the dollar amount, you can open any of the receipts listed and toggle between them using Previous in List or Next in List . A second option is to click Return to Search and review each receipt through the **Search Results.



UPDATING, OR DELETING AN EXISTING RECEIPT

1. Locate the existing receipt by using the Receipt Number or the PO Number.
2. Once you have opened the receipt, the screen should look similar to the one below.

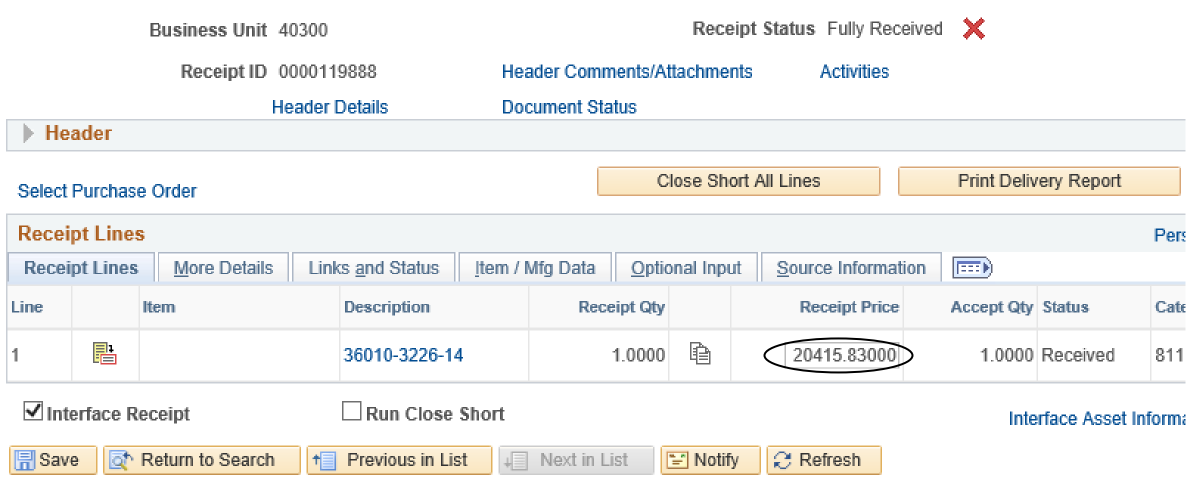


A. **Deleting –** To delete or cancel a receipt, Click on ✕ in the top right-hand corner of the screen.

B. **Deleting Receipt lines–** To delete or cancel a receipt line, Click on ✕ to the right of the Device Track link. This option allows you to cancel the receipt line without canceling the entire receipt.

C. **Updating –** When a receipt has been created but not yet paid, the **Price** or amount of each receipt line may be adjusted. To determine if a receipt has been paid, look at the **Price** for each line.

- If the amount looks like the receipt shown above, it has been paid.
  - If the amount is boxed in, it has **not** been paid. For example,



Note: Once the **Price** has been adjusted, make sure you Save the receipt. You must save any time an adjustment is made.

RECEIPT LINES/PROJECT #S

❖ **RECEIPT LINES CORRESPOND TO STATE PROJECT NUMBERS**, so for every project billing to a Purchase Order, there will be a Receipt Line. The Description may contain the project number. If not you will need to find the associated project number. To determine the project that a Receipt Line represents, you must

1. Start a new receipt or locate an existing receipt using one of the previously mentioned methods.
2. Click the Links and Status tab.

Receipt Lines

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Receipt Qty		Receipt Price	Accept Qty	Status
1			36010-3226-14	1.0000		20415.83000	1.0000	Received

3. Click the distribution icon.

Receipt Lines

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Allocation Type			Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control
1			36010-3226-14	Prorate			N	Complete	N	Complete	N

4. Click the ChartField Information tab.

Receipt Distributions

Business Unit	40300	Status	Received
Receipt ID	0000119888		Amount Only
Receipt Line	1	*Allocation Type	Prorate
Line Quantity Received	1.0000	Line Cost Received	20415.83

Distribution Information Personalize | Find | View All

Details | Asset Details | ChartField Information

Line	Status	*Location	Qty Std UOM	Qty VND UOM	Merchandise Amt		Merch Amt Base		IN Unit	Attention To	Consigned
1	Received	0000012078	0.8000	0.8000	16,332.66	USD	16,332.66	USD			
2	Received	0000012078	0.2000	0.2000	4,083.17	USD	4,083.17	USD			

5. Project Numbers for that particular **Receipt Line** are shown under **Project.**

Receipt Line	1	*Allocation Type	Prorate
Line Quantity Received	1.0000	Line Cost Received	20415.83

Distribution Information

Details | Asset Details | ChartField Information

Line	Status	*GL Unit	Fund	Dept	*Account	Location CF	Program	User Code - CF 1	PC Bus Unit	Project
1	Received	40100	21000	4036355000	70812002	36000	21M0E1		40100	36010322614
2	Received	40100	21000	4036355000	70812002	36000	21M0E1		40100	36010322614

Note: These steps must be repeated for each **Receipt Line** to determine all project numbers.

PURCHASE ORDERS

PO ID/NUMBERS

CE123456A

<u>CE</u> <u>1234</u> <u>56</u> <u>A</u>

↑ ↑ ↑ ↑

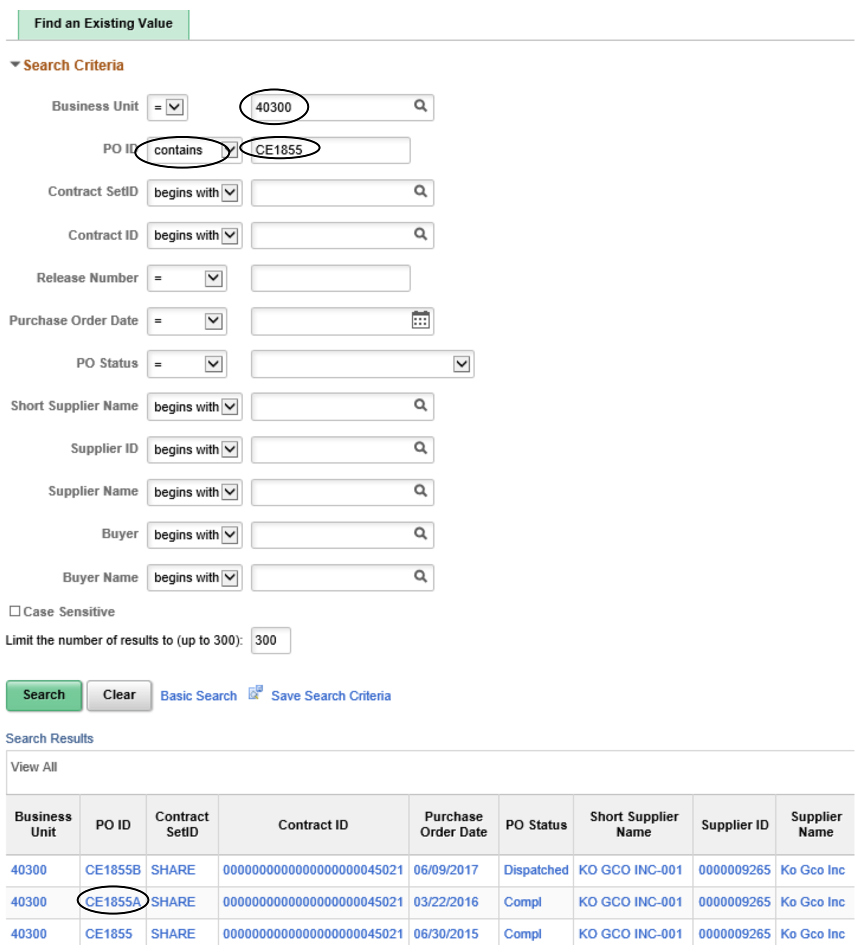
(1) (2) (3) (4)

1. **<u>CE</u> –** Standard prefix for all CEI and EPSC Agreements.
2. **<u>Agreement Number</u>-** Four digit number found on invoice. May begin with E.
3. **<u>Work Order Number</u>-** Found on invoices for On-Call contracts, but not project specific contracts. Single digit work order numbers will begin with 0 and may begin with 00.
    a. **<u>For example:</u>** 01, 02, 03
        i. **<u>or:</u>** 001,002,003
4. **<u>Suffix</u>-** Sometimes added to purchase orders by the finance department due to addendums or other changes. * Try adding the “A” or “B” to the PO ID if not found using the standard CE1234 or CE123456 formats.

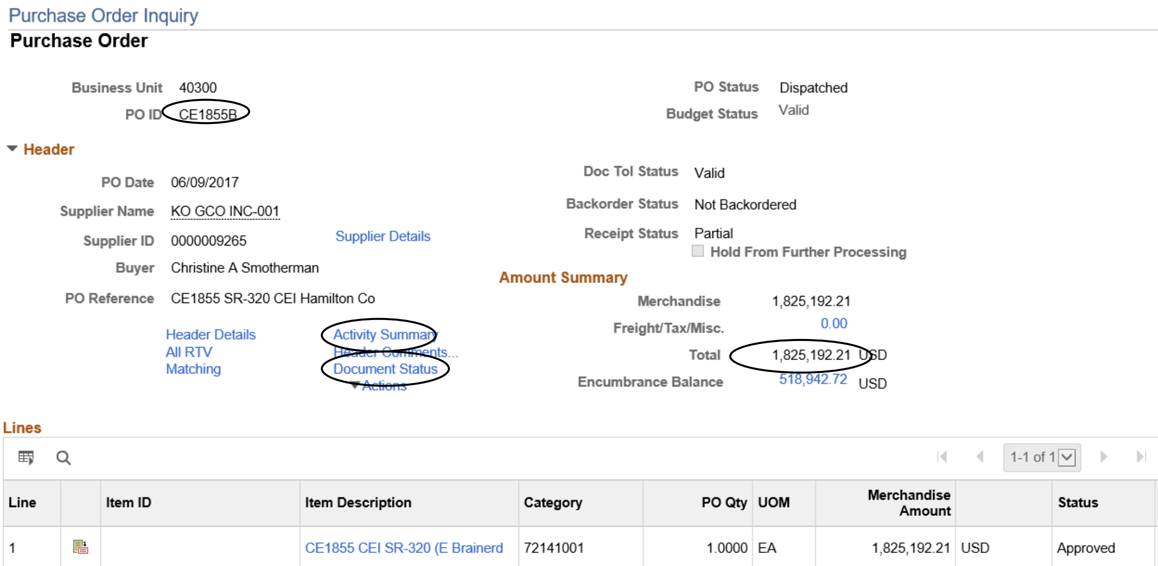
LOCATING A PURCHASE ORDER

Main Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Purchase Orders > **Find an Existing Value**

1. On the left-hand side of the Edison Home screen, click the Main Menu link.
2. Click the FSCM folder.
3. Click on the Purchasing folder.
4. Click on the Purchase Orders folder.
5. Click on the Review PO Information folder.
6. Click on the Purchase Orders link.
7. Note: Make sure when any search is performed, that the Business Unit: is set as 40300. Use this value for any receipts associated to Consultant Services like CEI or EPSC.
8. PO ID:
   - If you know the **PO ID** (Ex. CE1855 or CE1855A), enter this into **PO ID**.
   - If only a portion of the **ID** is known, Start with 'CE' and enter the portion of the **PO ID** that is known.
     - i. **Example-** We are looking for a Purchase Order under Agreement 1855.
       1. **PO ID:** Change dropdown to **contains** and enter "CE1855".
9. Click Search.
10. The search will return either
    - Search Results displaying all Purchase Orders containing that information. (Simply select one to view), or
    - The exact Purchase Order.

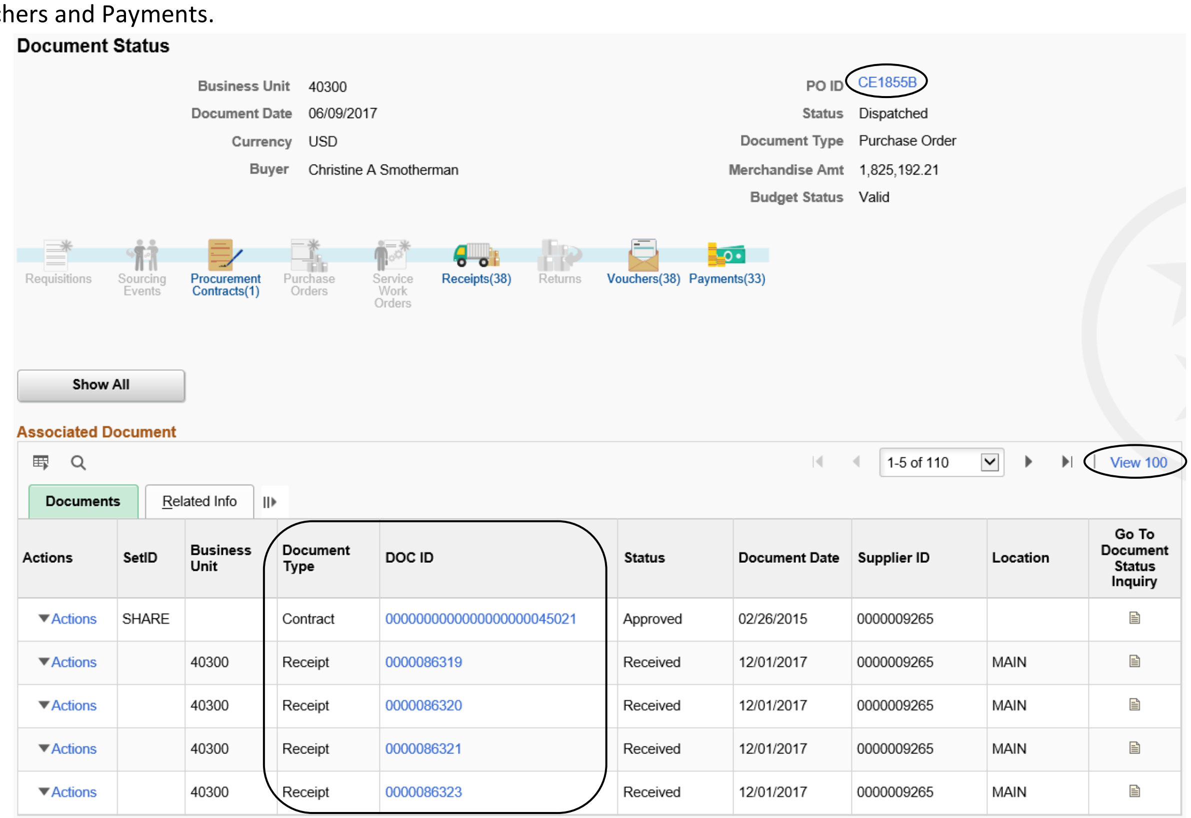


READING PURCHASE ORDER INFORMATION

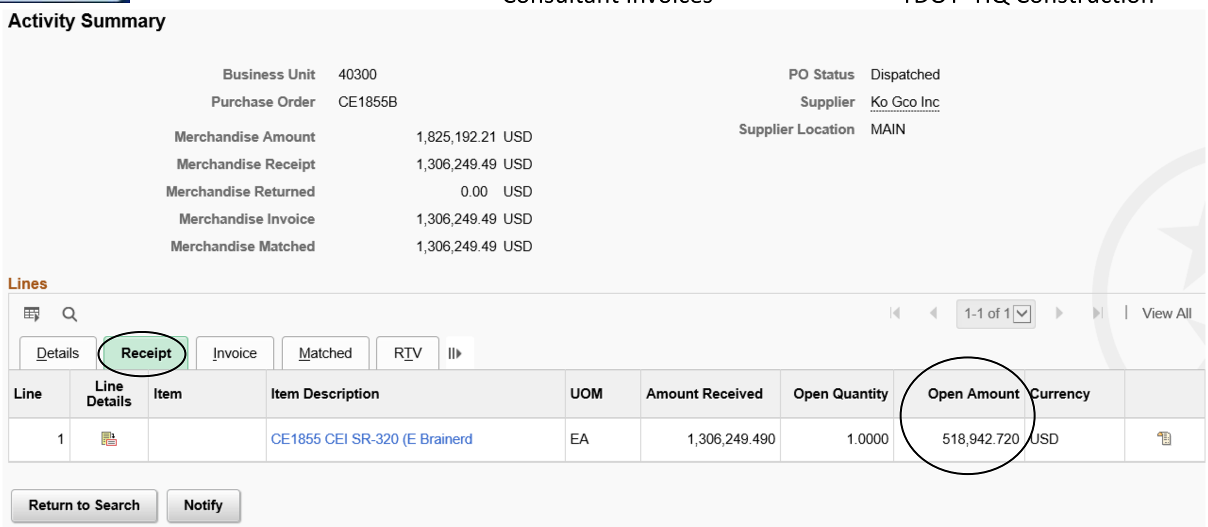


Once you have located a Purchase Order, here are some of the options that will be helpful.

- **PO ID:** Always verify that you are viewing the correct Purchase Order.
- **Document Status:** Opens a new window displaying all activities associated to a Purchase Order: including Receipts, Vouchers and Payments.



- **Activity Summary** Shows the **Total Amount** allocated to a Purchase Order.



1. Click on the Receipt
   - ❖ Looking at the **Open Amount** is one way to determine how much money is left on the Purchase Order.
     - o **Note:** Open Amount will reflect available money, including Receipts created but not yet paid, therefore the total of the Open Amount may be higher than the amount shown when creating receipts.

- **View All:** By default, a Purchase Order will only show the first **Line** when opened. To view all **Lines**, Click **View All**. Expanding the information will also show **Schedules** and **Distributions** for each **Line**.

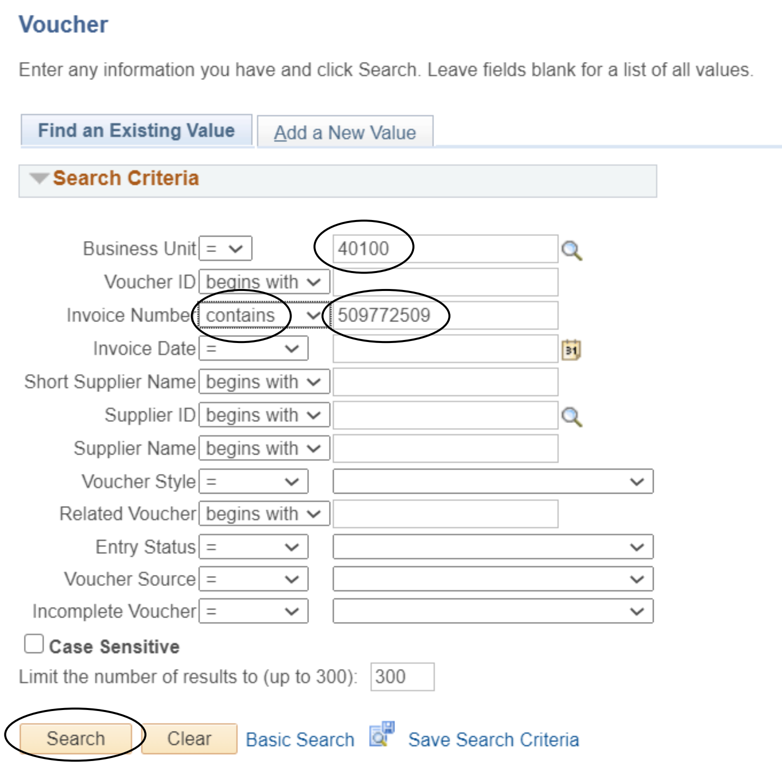
VOUCHERS/INVOICES

- A **Voucher** is created in Edison every time an Invoice is submitted for payment.
    - As long as the Invoice # is known, you can use the following steps to see if the invoice has been submitted and whether or not it has been paid.

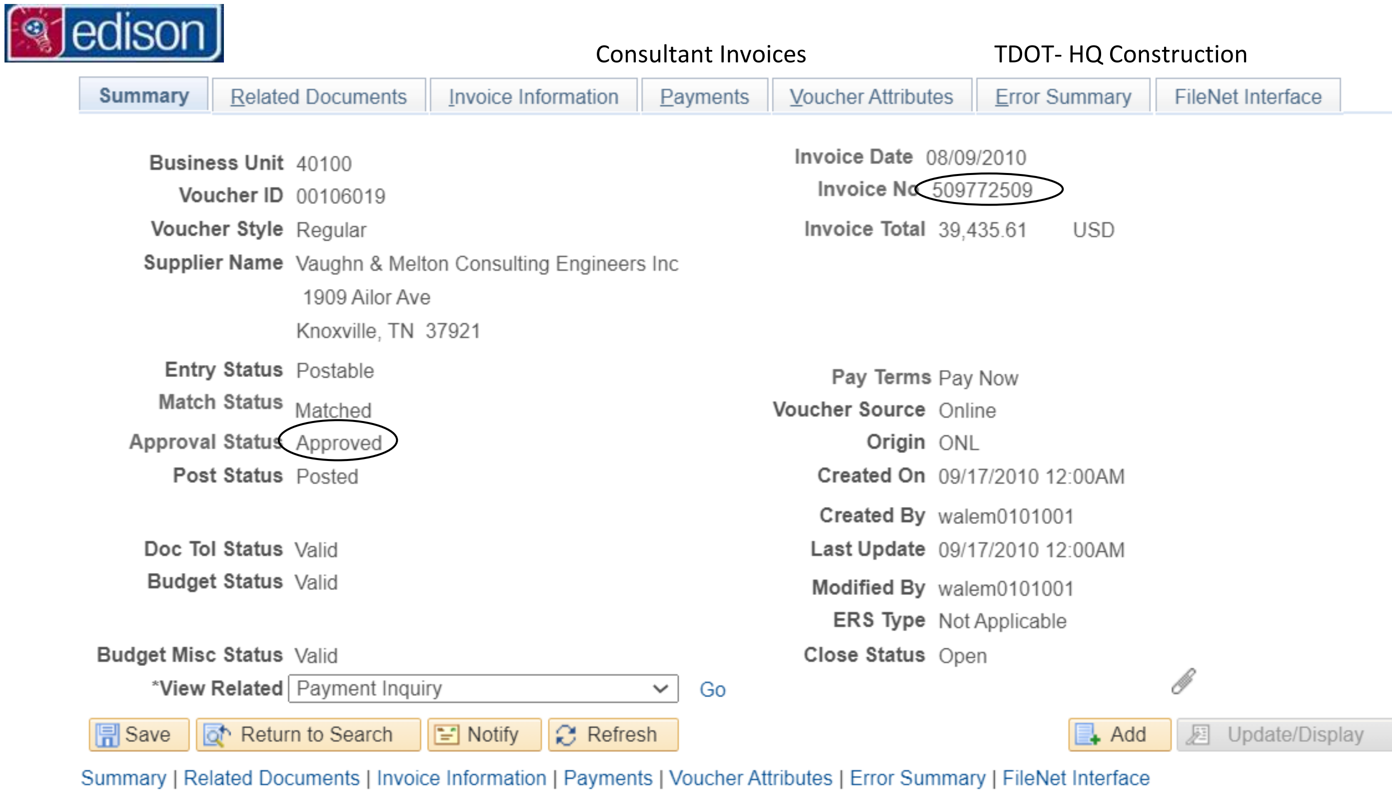
TRACKING AN INVOICE

Main Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Regular Entry > **Find an Existing Value**

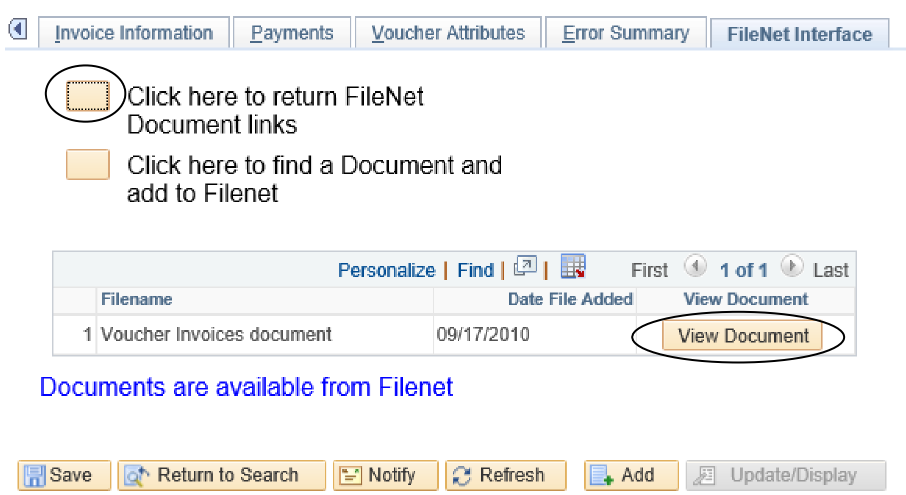
1. On the left-hand side of the Edison Home screen, click the FSCM link.
2. Click on the Accounts Payable folder.
3. Click on the Vouchers folder.
4. Click on the Add/Update folder.
5. Click on **Regular Entry.**
6. Click on the Find an Existing Value tab.
7. Leave the Business Unit: as **40100** and enter the **Invoice Number:** with criteria set as **contains.**
   Note: 40100 is used for all Vouchers associated to the Business Unit for Transportation (All of TDOT except for CMS System).



8. Click Search .
9. The Search will either guide you:
    a. To a list of results, or
    b. Directly to the invoice in question, which will look like the one below



- The **Invoice No:** can be verified in the upper right-hand corner of the screen.
- **Approval Status:**
  - Pending – The Voucher has been entered and is awaiting approval by the Finance Division.
  - Approved – Voucher has been approved and paid by the Finance Division.
  - Denied – Voucher is rejected for payment, usually due to inconsistency between the Voucher and the Invoice (For Example: The Invoice number or date wasn't entered correctly when the Voucher was created). Denial can also occur if Invoice document is not properly attached to the Voucher.
- You may also notice the paper clip icon at the bottom right-hand section of the screen. By clicking on this icon, you will be directed to the FileNet Interface tab. Choose the "Click here to return FileNet Document Links" box, which will provide a link to the Invoice .pdf file.

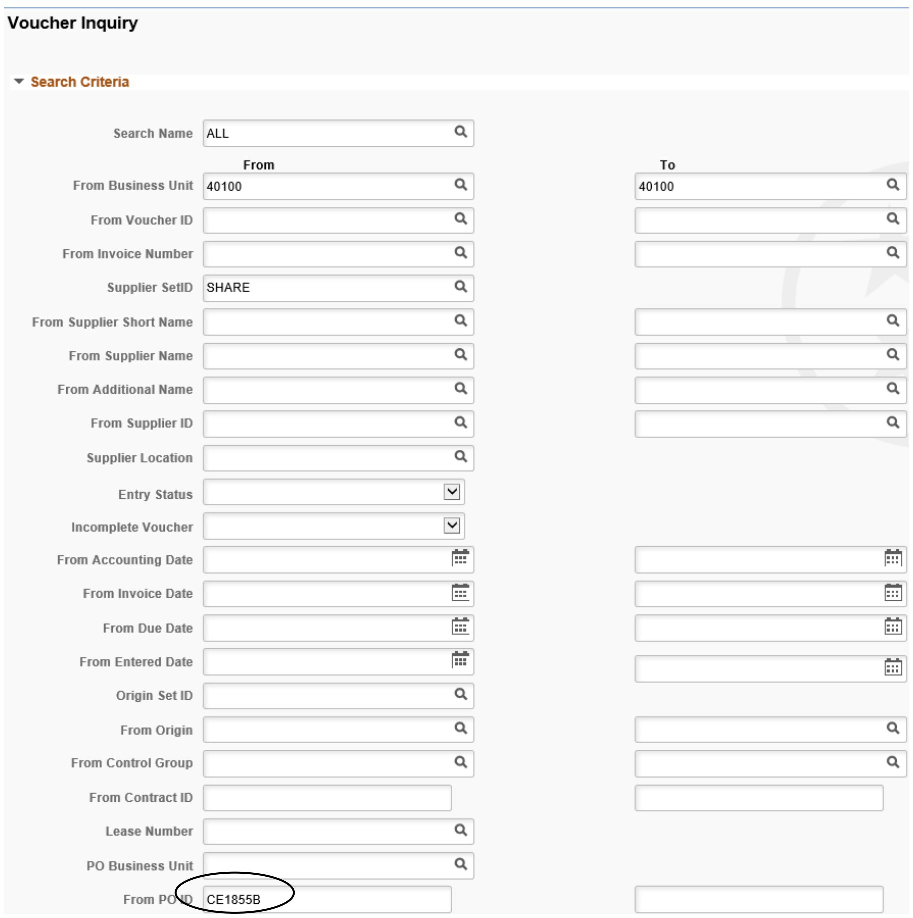


VOUCHER INQUIRY

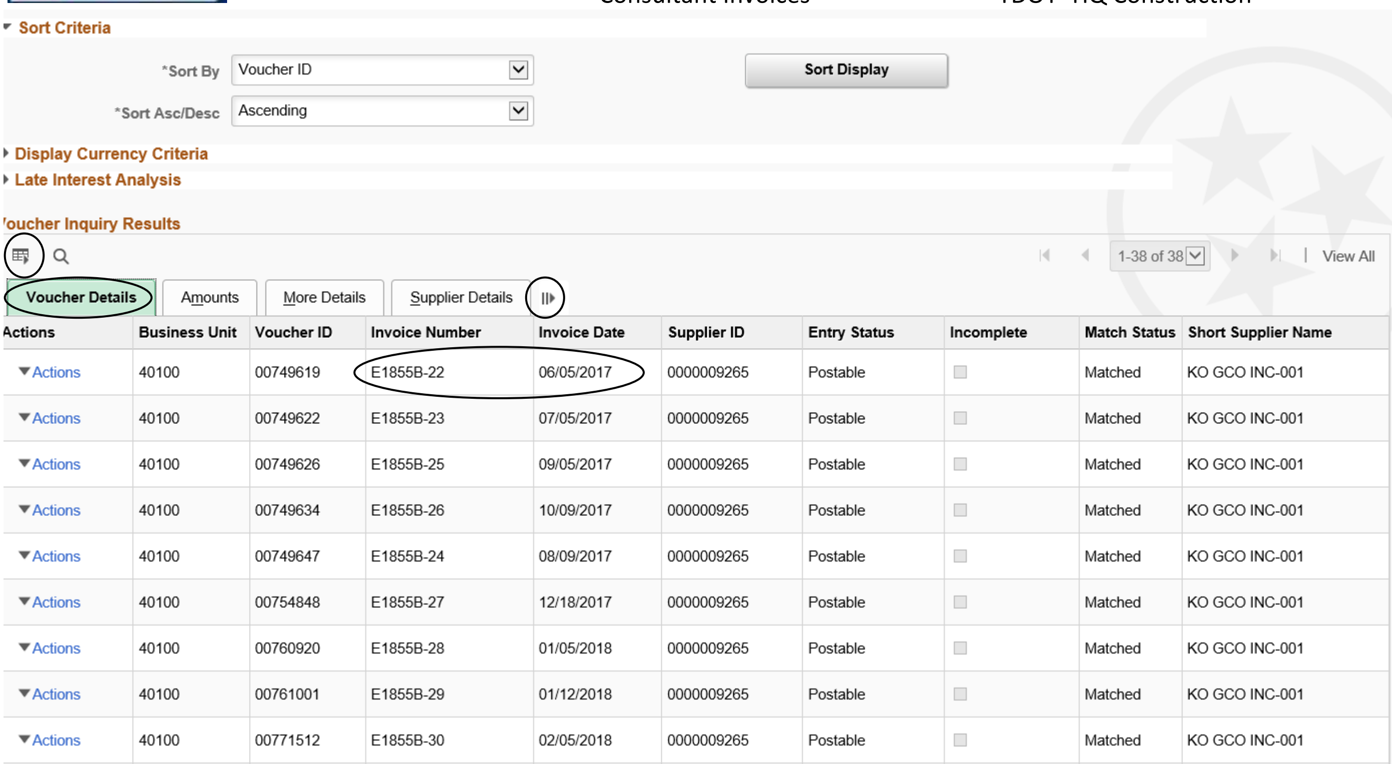
Main Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

- **Voucher Inquiry** allows you to search for and review the status of vouchers using various search criteria.

1. On the left hand side of the Edison Home screen, click the FSCM link.
2. Click on the Accounts Payable folder.
3. Click on the Review Accounts Payable Info folder.
4. Click on the Vouchers folder.
5. Click on the Voucher link.
6. Enter the **Purchase Order** you would like to see vouchers for.



7. Click Search.
8. The search will return Voucher Inquiry Results as shown below.



Sort Criteria

*Sort By Voucher ID

*Sort Asc/Desc Ascending

Sort Display

Display Currency Criteria

Late Interest Analysis

'oucher Inquiry Results

1-38 of 38 View All

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	40100	00749619	E1855B-22	06/05/2017	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00749622	E1855B-23	07/05/2017	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00749626	E1855B-25	09/05/2017	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00749634	E1855B-26	10/09/2017	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00749647	E1855B-24	08/09/2017	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00754848	E1855B-27	12/18/2017	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00760920	E1855B-28	01/05/2018	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00761001	E1855B-29	01/12/2018	0000009265	Postable		Matched	KO GCO INC-001
Actions	40100	00771512	E1855B-30	02/05/2018	0000009265	Postable		Matched	KO GCO INC-001

- Voucher Details : The Voucher Details tab shows by default. This displays basic identification such as: Voucher ID, Invoice Number, Invoice Date, etc.
- The expand icon: Use this icon to display all tabs at once. This enables you to see the Invoice Number, Invoice Amount, and Approval Status all at once, without having to toggle between tabs.
- The download icon. This allows you to export the information to an excel file. Note: the export will only show the information displayed at that time. To ensure that all information is downloaded, use the expand icon before running the download.